

National Institute of Environmental Health Sciences Core Centers Program

2001 Annual Report Checklist

Below is a checklist of activities and formats that should be followed to assure that the final version of the 2001 Annual Report is both understandable and reflective of the advances Centers have made in environmental health sciences. Of greatest importance is to demonstrate how the Core Center granting mechanism has brought researchers together to foster and nurture innovative research. As stated in the six essential characteristics you should be able to demonstrate that the **“Center as a whole is greater than the sum of its individual projects.”**

As in past years, individual summaries will be posted to the NIEHS Core Centers web site (<http://www.niehs.nih.gov/centers>) as a comprehensive page. Consequently, it is very important that a consistent format be used by all Centers. Please make sure that the following format is followed. Adhering to this format will ensure a quality final product that will be more easily understood by your primary constituents: fellow Centers, the larger extramural community, the public, and Congress.

GENERAL FORMAT

- ❑ **Font.** New Times Roman.
- ❑ **Font Size.** 10.
- ❑ **Margins.** 1 inch.
- ❑ **Spacing.** Single space. Please double space between paragraphs, as opposed to indenting new paragraphs.
- ❑ **Language.** Use third person in all summaries.
- ❑ **Language.** Refer to the specific name of Research and Facility Cores. Please refrain from referring to them by numbers, such as RC1 or FC4. By using the full name, it will be easier for the reader to understand.
- ❑ **Language.** Suited to targeted audience: educated lay reader. This level of simplicity is extremely important.
- ❑ **Impact.** Clear statement of how work is related to human health or its public health impact. In other words, explain why the Center's work is important.
- ❑ **Publications.** Please submit peer-reviewed journals only. Please do not include abstracts or presentations.
- ❑ **Publications.** From calendar year 2001 only. If there are calendar year 2000 publications that did not make it into the Center's 2000 annual report, please send those as a separate document, identifying the Core to which they belong.
- ❑ **Publications.** List alphabetically by first author for each Research Core.

- ❑ **Publications.** Double-spaced between each reference.
- ❑ **Publications.** Please do not number them. At this time, it adds to the complexity of putting the information on to the web.
- ❑ **Tables.** Please don't use them. Since we post 28 summaries to the NIEHS web site, we are unable to create tables for individual Centers on the web. Tables include lists organized into two or more columns.
- ❑ **Greek symbols.** Please don't use them. Again, we post 28 summaries to the web site and it is not possible to insert Greek symbols in the appropriate locations in individual reports.
- ❑ **Complex equations.** Please don't use them for the same reasons listed above.
- ❑ **Key words.** Please use up to 10. Choose wisely. Choose descriptive words that are likely to be used as search terms.
- ❑ **Specific Formats.** Please see attached document with the specific formats for the various sections of the annual report.
- ❑ **Updating.** When a section/subsection requires updating, please send us the entire section, rather than the portion that was revised. It will minimize the chance for confusion.
- ❑ **Updating.** In some sections there will be nothing new to report. If this is the case, there are three possible options:
 - a. State that current information on the NIEHS Core Centers web site is correct and up-to-date (e.g. Section IV.a. Information Correct & Up-To-Date).
 - b. Copy and paste current information from the web site into the appropriate place.
 - c. Rewrite the section to improve the content.
- ❑ **Spell check.**

❑ **SEND ANNUAL REPORT TO LIAM O'FALLON BY JANUARY 21, 2002.**
Please send one hard copy and one electronic copy (on disk or as an e-mail attachment).

❑ **QUESTIONS OR COMMENTS.**
Please contact Liam O'Fallon (919.541.7733 or ofallon@niehs.nih.gov).

FORMATTING FOR SPECIFIC SECTIONS OF THE ANNUAL REPORT

****IMPORTANT NOTES****

- 1) Before updating your sections, please review your Center's current annual report posted to the NIEHS web site (<http://www.niehs.nih.gov/centers/center/list-ctr.htm>). By reviewing what is currently posted you may have a better idea of what really needs to be updated. Look for key phrases like, "Next year researchers will examine...", "the newly established research core...", or "the new instrument will help researchers accomplish..." If these sorts of phrases are used in your report last year, update them this year.
 - 2) Look at the "Model Annual Report" for examples of how certain sections were written in 2000.
 - 3) For formatting questions, please contact Liam O'Fallon. E-Mail: ofallon@niehs.nih.gov
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I. Center Summary

- ☐ You may not need to update this section.
- ☐ Three reasons for updating this section:
 - a. Competitive renewal. If your Center underwent a competitive renewal, please update your summary.
 - b. Changes in the Center. For example, if you added, dropped, or modified a core (research or facility) please describe these changes here.
 - c. Improve current summary. After reviewing what you submitted last year, you may want to improve upon what you wrote.
- ☐ **Content:**
 - a. Provide a short introduction to Center.
 - b. Discuss the Center's focus as related to research grant base.
 - c. Describe briefly the Research and Facility Cores, the COEP, and the Pilot Projects.
 - d. Address any changes in environmental health science research focus.
 - e. Highlight interactions with other Centers.
- ☐ Word limit. Please limit the summary to 750 words (1.5 page).

II. Center Research Highlights

- ☐ Update this section annually.
- ☐ Select one or two research accomplishments that resulted from Center activities during calendar year 2001. The more innovative and cutting-edge the research the better.
- ☐ Emphasize importance of research. Clearly state its contribution to the field of environmental health sciences or public health. This point is key for Congressional justification.
- ☐ Selected research must be already published or accepted for publication.
- ☐ Please submit two or three publications that resulted from each highlight.
- ☐ Language. Please make it understandable to an educated lay reader, and avoid jargon or technical language.
- ☐ Length. Please submit no more than two research highlights and limit each description to 250 words (one paragraph).
- ☐ Title. Please write a descriptive title for each highlight.

III. *Administrative Core*

- ☐ You may not need to update this section.
- ☐ Three reasons for updating this section:
 - a. Competitive renewal. If your Center underwent a competitive renewal, please update this section.
 - b. Changes in the Administrative Core. For example, if you have new staff, advisory committee members, or new means of how the Core provides programmatic coordination.
 - c. Improve current description. After reviewing what you submitted last year, you may want to improve upon what you wrote.
- ☐ **Content.**
 - a. Description of the Administrative Core's responsibilities. Concise (one page or less) overview of core, with a focus on how the core structure and management maximizes scientific outcomes by:
 - 1. Providing/promoting interdisciplinary programmatic coordination and integration.
 - 2. Fostering communication and cooperation among Center investigators.
 - 3. Coordinating oversight and planning.
 - b. Identify Center Director, Deputy Director, and other Core staff. List title and department affiliation. Please do not submit contact information, CVs, or biosketches.
 - c. Advisory Committees. Please include a one or two sentence description of the Internal and External Advisory Committees' role. In addition, list committee members and their affiliations.
 - d. Institutional Commitment. In one or two sentences, please describe specific commitments and plans for the Center.
- ☐ Word Limits.
 - a. Description of responsibilities. One page.
 - b. Advisory Committees. Two sentences per committee.

IV. *Research Cores*

- ☐ You will need to update some portion of this section on an annual basis.
- ☐ Content.
 - a. Goals and objectives of Core. Please describe them in 250 words or less (one paragraph).
 - b. Core Director and Members. List each member, their title, and primary department. Please do not include contact information, CVs, or biosketches.
 - c. Key words. Please provide ten (10) key words that best identify the Core.
 - d. Progress of Core. Highlight how interdisciplinary coordination and collaboration have enhanced the progress of the Core and Center, by focusing on the following areas:
 - 1. Benefits to Core members for participating in the Core.
 - 2. Joint efforts and state-of-the-art or innovative research.
 - 3. Interactive mechanisms, joint publications and grant applications, and interactions within the Core and among Cores.
 - e. Publications. Please list alphabetically (by first author) all peer reviewed publications that originated from the Core during calendar year 2001. Do not list any papers that are "submitted" or "in press."
- ☐ Word Limits (per Core).
 - a. Goals and objectives. 250 words or less.
 - b. Key words. 10 words or less.
 - c. Progress of Core. Three pages.

- ****Important Note**** When writing on the progress of the Core, please recognize that the important thing to emphasize is the progress of the Core as an integrated whole and the interaction among investigators. Please refrain from depicting in detail the research progress of individual investigators. Keep in mind that you want to demonstrate that the whole is greater than the sum of projects.

V. ***Facility Cores***

- You may not need to update this section every year.
- Content.
 - a. Description of the Core. The brief (250 word) description should include the Core's goals and interactions with the Research Cores.
 - b. Core Director and Members. List each member, their title, and primary department. Please do not include contact information, CVs, or biosketches.
 - c. Equipment & Facilities. Please list those facilities and/or equipment unique to the Center or that provide the Center with extraordinary capabilities. Describe briefly (50 words) uncommon and complex equipment. Please do not list common equipment or instruments.
 - d. Usage and benefits. Describe how Center investigators utilize the Core and the benefits it provides them. Specifically, discuss how the Core serves as a focus for interactions among Center researchers and cost effectiveness.
 - e. Publications. If the Core produced any publications that have not already been cited in the Research Cores section, please list them alphabetically by first author.
- Word Limits (per Core).
 - a. Description of the Core. 250 words.
 - b. Equipment & Facilities: Unique equipment description. 50 words.
 - c. Usage & Benefits. One page.

VI. ***Community Outreach and Education Program***

- You will need to update portions of this section on an annual basis.
- Content.
 - a. Goal and Theme. Briefly (250 words) describe the overall goal and theme of the COEP.
 - b. COEP Director and Members. List each member, their title, and primary department. Please do not include contact information, CVs, or biosketches.
 - c. Collaborating Organizations. List the current organizations with which you collaborate. Please include only those you dealt with in calendar year 2001.
 - d. Highlights from 2001. Describe briefly the activities and accomplishments of up to three projects.
 - e. Materials and Publications. List and briefly describe outreach materials developed in calendar year 2001. Please list any peer reviewed publications.
 - f. Have all materials, publications, etc., been submitted to the COEP RC?
- Word Limits.
 - a. Goal and Theme. 250 words.
 - b. Highlights from 2001. 250 words per project.
 - c. Materials and Publications. 50 words per outreach material/publication.

VII. *Pilot Projects*

- ☐ You will need to update this section annually.
- ☐ Content.
 - a. Projects funded in 2001. Please include the following information for each pilot project:
 - 1. Title.
 - 2. Principal Investigator.
 - 3. Year of funding.
 - 4. Description of project.
 - 5. Indicate that the pilot is new.
 - b. Projects funded within the last five years.
 - 1. Title.
 - 2. Principal Investigator.
 - 3. Year of funding.
 - 4. Description of project.
 - 5. List positive outcomes (e.g., publications and grant awards). For grant awards, please include the source, amount, and duration of the award.
 - 6. Indicate the year of the pilot project.
- ☐ Word Limits.
 - a. Description of project. 150 words per project.